File 1726 - 6

Specification No. DB-1001
Issue Date: 5 April 1966
Revised: 9 June 1966

CONTRACTUAL DOCUMENTATION TO BE SUPPLIED BY CONTRACTORS

1. SCOPE

1.1 This Specification covers the contractual documentation to be supplied by contractors in the performance of Research and Development contracts.

2. REQUIREMENTS

2.1 General - In order to maintain proper control of the progress and funding of Research and Development contracts, it is necessary that certain orderly reporting be accomplished by the Contractor on a regularly scheduled basis.

2.1.1 All documentation submitted by the Contractor shall bear the control number assigned by the Contracting Officer's Technical Representative. This control number shall appear on all correspondence, reports, etc., submitted by the contractor under the contract.

2.2 Types of Reports - The following types of reports shall be submitted by the contractor. Specific reports shall include, but not necessarily be limited to, the designated information.

2.2.1 Monthly - A monthly report shall be prepared as of the last working day of each calendar month. The first monthly report shall be prepared as of the last working day of the first full calendar month subsequent to the date of contract. Monthly reports shall be mailed so as to reach the consignee(s), stated in the contract, not later than the first business day after the fifteenth of the month following the reporting period. Each Monthly report shall provide the following, with negative reporting if applicable.

2.2.1.1 A statement of the activity on the project during the month and the percentage of work completed as of the reporting date.

2.2.1.2 A statement of the planned activity for the next month.

2.2.1.3 A statement of pending, unresolved technical problems.

2.2.1.4 A statement of pending, unresolved contractual problems.

2.2.1.5 A statement for the record, of agreements or understandings reached orally during the reporting period on technical matters not requiring the approval of the Contracting Officer.

2.2.1.6 A statement of any proposed change, agreement or understanding which requires the approval of the Contracting Officer. The contractor is cautioned not to proceed in a situation requiring the prior approval of the Contracting Officer until such approval has been obtained. In situations requiring correspondence with the Contracting Officer, a complimentary copy shall be forwarded, simultaneously, directly to the Contracting Officer's Technical Representative.

2.2.1.7 A statement of unanswered, unresolved matters, unanswered correspondence, etc. and whether delinquency is attributed to the contractor or to the Government.

2.2.1.8 Status of funds. The format shown in Enclosure 1 shall be used to report the status of funds. All applicable items shall be reported. If no expenditures or obligations have been incurred for a specific item, the word "None" shall be entered in the space assigned for the dollar amount.

2.2.2 Final Report - The final report shall be submitted to the Contracting Officer's Technical Representative on or before the thirtieth day following completion of the work under the contract. This report shall cover the entire design and/or development work accomplished during the period of performance and shall contain a section covering the work performed under each of the tasks set forth in the Work Statement. The report shall state concisely but completely the major problems encountered, the apparent cause of the problems, the problem solutions and an evaluation of the solutions based on actual application of the solutions.

2.2.3 Installation Engineering Data - Whenever hardware is a deliverable item under a contract the contractor shall provide the Installation Engineering Data requested on Enclosure 2. The Contracting Officer's Technical Representative shall provide the blank forms to the Contractor. Preliminary data shall be submitted to the Contracting Officer's Technical Representative at six months and again at three months prior to the delivery date of the equipment. Final data shall be submitted by the contractor not less than thirty days prior to the delivery of the equipment.

2.2.3.1 The outline drawing, submitted with the Installation Engineering Data form shall show:

(a) the orientation of the equipment within the work area for normal equipment useage.

(b) the exact location of all external connections.

(c) the clearance required around the equipment for access to all removeable panels, doors, etc.

(d) the location of mounting points and type of mounting required.

2.3 Delivery of Reports - Five copies of all monthly reports and ten copies of the final report shall be forwarded by the contractor to the Consignee(s) specified in the contract.

2.3.1 Three copies each of the Installation Engineering Data form plus the outline drawing shall be submitted to the Contracting Officer's Technical Representative.

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Statement of Funds as of 30 September 19XX (See Note 1)

EXPENDITURES

1. Labor:

a.	Total paid as of 31 August 19XX	XX,XXX	
b.	Paid during September 19XX	X,XXX	
c.	Sub-total		XX,XXX

2. Material:

a.	Total paid as of 31 August 19XX	X,XXX	
b.	Paid during September 19XX	XXX	
c.	Sub-total		X,XXX

3. Services (sub-contracts, etc.):

a.	Total paid as of 31 August 19XX	X,XXX	
b.	Paid during September 19XX	XXX	
c.	Sub-total		X,XXX

4. Total expenditures as of 30 September 19XX XX,XXX

OBLIGATIONS AND ESTIMATES

5. Obligations:

a.	Sub-contract W/ABC Co., amount not yet paid	X,XXX	
b.	Sub-contract W/DEF Co., amount not yet paid	XXX	
c.	Material ordered but not yet paid for	XXX	
d.	Sub-total		

6. Estimates of Future Expenditures:

a.	Estimate of labor required	X,XXX	
b.	Estimate of material required	XXX	
c.	Proposed sub-contracts	XXX	
d.	Sub-total		X,XXX

Total XX,XXX

NOTES:

1. All amounts shown above must include overhead, G&A, handling charges, fees, etc.

INSTALLATION ENGINEERING DATA

Date form completed _____

(See Remarks at end of form)

Tentative [ ] Valid until _____

Final data [ ]

I. INSTRUMENT

A. Name of instrument: _____

B. Manufacturer: _____

C. Contract number: _____

D. Delivery date: Tentative: _____ Final: _____

II. PHYSICAL FEATURES

A. Sub-assemblies:

1. Number of sub-assemblies: _____
2. Largest sub-assembly: Weight _____lbs; _____" H x _____" W x _____" D
3. Heaviest sub-assembly: Weight _____lbs; _____" H x _____" W x _____" D

B. Assembled instrument:

1. Number of major components: _____
2. Largest component: Weight _____lbs; _____" H x _____" W x _____" D
3. Heaviest component: Weight _____lbs; _____" H x _____" W x _____" D
4. Total floor space required after assembly, including maintenance access space. ___Ft. ___In. High x ___Ft. ___In. Wide x ___Ft. ___In. Deep.
5. Total weight of assembled instrument: _____lbs.

C. Type of base of mount: Flat ___; 3-point suspension ___; 4-point suspension ___

D. Does the instrument have built-in mobility? Yes ___ No ___

E. Is the instrument particularly sensitive to vibration? Yes ___ No ___
Will the instrument generate vibration? Yes ___ No ___

F. Are any special or unusual tools or fixtures necessary or adviseable for the installation of the maintenance of this instrument? Yes ___ No ___.
If "Yes," please describe: _____

III UTILITIES

A. Electrical:

		AC	DC
1.	Voltage	_____Volts / _____Volts	_____Volts / _____
2.	Current	_____Amps/phase	_____Amps
3.	Frequency	_____cps	
4.	Nr. of phases	_____Ph	
5.	Nr. of wires	_____	
6.	Power required	_____Watts	_____Watts
7.	Power factor	_____(Leading) (Lagging)	

8. Type of outlet: Two prong ___; three prong ___; Twist lock ___; Perm.___
9. Type of ground: Building conduit ___; Direct earth ground ___.
10. Should the instrument be shielded, either from external electromagnetic signals or to prevent interference with other equipment? Yes ___No___
If "Yes," to what extent? _____

B. Air conditioning:
1. Desired environment: Room air temperature of ___ °F ± ___ °F and relative humidity of ___% ± ___%.
2. Input Air: Is a direct connection necessary? Yes ___ No ___; Adviseable? Yes ___ No ___; If "Yes," what is the connector type and size? _____ Recommended input air temperture ___ °F ± ___ °F. Relative humidity ___% ± ___%. If input air must be filtered, what is the maximum particle size in microns? ___ What particle count? _____/ cu. ft.
3. Output Air: Is a direct connection to the return air duct necessary? Yes ___ No ___. Adviseable? Yes ___ No ___. Connector type and size? _____. Output air temperature ___ °F ± ___ °F. Relative humidity ___% ± ___%. Output heat ___BTU/Hr. Flow of ___CFM. Is output air toxic? Yes ___ No ___; Noxious? Yes ___ No ___.

C. Plumbing:
1. Is water required? Yes ___ No ___; Pressure ___PSIG, flow ___GPM.
2. Type of water required:
Tap ___ °F ± ___ °F Deionized ___ °F ± ___ °F
Tempered ___ °F ± ___ °F Filtered ___ °F ± ___ °F
If filtered, give maximum permissible particle size in microns and the maximum permissible count. _____ microns _____ particles/cu. ft.
3. Pipe required:
Galvanized ___ Copper ___ Size _____
Stainless Steel ___ Plastic ___ Type of connector _____
4. Floor drain:
Diameter of drain ___ Galvanized drain? ___
Plastic drain? ___ Glass drain? ___
5. Are any chemical solutions used in the device? Yes ___ No ___. If "Yes," state the nature of the solution(s), permissible temperature range, flow rate in appropriate units and the filtration necessary for each solution _____.
6. Size of pipes and connectors _____.

D. Compressed air:
Is compressed air required? Yes ___ No ___. Water free? ___ Oil Free? ___ Type and size of connector? _____. Pressure _____PSIG. Flow in CFM Maximum ___, minimum ___, average ___.

E. Vacuum:
Is vacuum required? Yes ___ No ___. Pressure ___PSIA or (inches of water) (millimeters of mercure). Displacement in CFM, maximum _____, minimum _____, average _____. Type and Size of connectors _____.

F. Peripheral Devices:
Will the instrument be connected to any peripheral devices such as a computer or data input or data output device? Yes ___ No ___. If "Yes," give, in detail, the nature of the connection to the peripheral device such as coaxial cable, multiple wire connector, etc.

IV. REMARKS
A. Use additional sheets if more space is required for environmental conditions or utilities not mentioned above.
B. Submit three typed copies of the completed form to the Technical Representative

C. Attach three copies of a dimensioned outline drawing of each major component and of the completed assembly. Include the estimated weight of each major component and of the completed assembly. Indicate, on the outline drawing of the completed assembly, the space required for access to the instrument for maintenance.

D. If a question does not apply to the instrument, insert "N/A" (Not Applicable) in the appropriate blank space.

Information provided by:

_____
(Signature)

_____
(Position or job title)